City of Willmar

Request for Proposal

Design and Construction Engineering Services for the Sperryville Lift Station Project

Purpose

The City of Willmar is seeking proposals to include preliminary engineering, final design, bidding, construction services, project management and start-up services for the construction of the Sperryville Lift Station. This work will also include demolition of the lift station and can generally be described as the demolition and replacement of the Sperryville lift station adjacent to BNSF rail yard. The proposal should include all work through final completion. The services requested are tentatively scheduled to begin March of 2013 with bidding for construction commencing August/September of 2013.

Background

The City of Willmar owns and operates the lift station located at 231 Ella Avenue NE just north of the BNSF rail yard and plans to demolish the lift station and replace with a new station. The lift station was built in the 50's or earlier and is one of the original custom dry-pit stations. It is located behind a home and adjacent to BNSF rail yard which may merit a relocation of the station. The lift station has several deficiencies; safety, outdated pumps and equipment (lack of parts), and doesn't meet electrical code.

This project is intended to be financed with funds from the Wastewater Treatment Facility 2013 Collection Budget.

Scope of Proposal Services

1. **Kick-Off Meeting**

   Meet with City staff to review the contract scope of services and to determine, to the fullest possible extent, the work plan, schedules, contact information, means of conducting business, deliverable methods, billings, reviews, meetings, coordination, and communication for the project. The kick-off meeting will include City staff from these departments; Engineering, Finance, Planning and Development, Wastewater Treatment, and Willmar Municipal Utilities.

2. Preliminary Design

2.1 Provide survey services along the proposed project to the extent needed for the purposes of topographical information, design and construction.
2.2 Conduct a Geotechnical investigation (minimum of one or more soil borings to effectively design and convey the project) with a report of findings and recommendations related to the project.
2.3 Evaluate the service area and calculate design flows to accommodate the project. Documents for reference regarding the 2006 Comprehensive Collection System Plan prepared by Donohue & Associates are available for review per your request.
2.4 Review and discuss different lift station technologies.
2.5 Review and discuss neighborhood concerns for the new lift station.
2.6 Review and discuss availability of space or relocation of lift station which could be contingent on availability of road right-of-way and three-phase power.
2.7 Prepare 30% Design Plans and cost estimates, and conduct a workshop meeting for review. Incorporate review changes.
2.8 Determine the easement requirements and provide to the City for obtainment.
2.9 Develop a list of permits that are required for the project.
2.10 Develop a staging plan for the decommissioning of the existing lift station and installation and start-up of the new lift station, to include in the specifications.
2.11 Verify and document all storm water, air and safety regulations have been addressed.
2.12 Review and discuss local and state agencies review and approval process.

3. Design Phase

3.1 Prepare 90% Design Plans, technical specifications, and project manual, including a SWPPP, and conduct a workshop meeting for review. Incorporate review changes.
3.2 Prepare and submit Bidding Documents & cost estimate.
3.3 Acquire regulatory permits and approvals.

Important design items:

- Lift Station; Design of one custom-submersible pump station as determined during the design phase, with seamless integration into the existing SCADA system.
- SCADA Design and System Integration: the City has standard lift station control designs for twenty-six lift stations, as well as, two main dry-pit lift stations. Standard Modicon PLC programs are incorporated for both types. The City uses a wide area, private-licensed radio network to poll all lift stations through a master Modicon PLC located at the old wastewater plant facility. Current software will accommodate the new lift station. The City uses Wonderware software for HMI/SCADA.

The new WWTF is controlled and monitored by Wonderware System Platform that communicates with lift station SCADA computer at the old WWTF across the City fiber optic system.

The existing control and instrumentation system was engineered, programmed, and installed by In-Control Inc. of Blaine, MN. **Include an allowance for In-Control Inc. to provide for the following services:**

- New lift station control panel drawings and bill of materials per current City of Willmar standards for construction of lift Station controls and instrumentation, including starters, soft starters or variable frequency drives.

- Make all necessary changes to the license requirements for the; radio network, programming of the network switches, changes required at both the new and old Wastewater Treatment Plant SCADA hardware and software.

- In Control will review construction of the control system and conduct a point to point check out of the new control system.

4. Bidding

Upon written authorization by Owner to call for bids:

4.1 Prepare advertisement for bids and submit to required publications.
4.2 Distribute bidding documents upon request from prospective bidders and material suppliers and maintain a plan holders list.
4.3 Answer bidding questions and prepare addenda as required to document changes or clarifications to the bidding documents.
4.4 Provide bid support services, including conducting a pre-bid meeting and responding to prospective bidder questions. Prepare and distribute minutes of the conference.
4.5 Coordinate, conduct, and hold bid opening for project. Obtain copies of the submitted bidding documents for review and tabulation. Prepare, provide, and review with the City a bid analysis including a tabulation of all bids and an abstract of bids for each bidder. Prepare and submit an award recommendation letter to the City. Issue Notice of Award to Contractor.
4.6 Prepare Contract Documents for execution by the Owner and successful bidder. Upon full execution of Contract Documents, prepare documents for City to issue a Notice to Proceed.

5. Project Management

5.1 Support the City with unanticipated project-related issues such as informal discussions with interested citizens, civic organizations, environmental groups, developers, or the press. Hold, present, manage and document meeting minutes along with implementing discussion.

5.2 Work in close cooperation with the City's Finance Director. Provide asset management information related to the project for the City's asset management program. Work with the Finance Director to implement project payments.

5.3 Prepare, review with City, submit permits, reports, and supporting documentation as required.

5.4 Keep the City Council and Public Works/Safety Committee well informed of the project status. Attend City Council and committee meetings and make formal or informal presentations and respond to questions as needed. All project-related information meetings, change orders, council meeting material, reports, resolutions, and presentations will be prepared and presented.

5.5 Maintain a City-approved paper (hard copy) file management system for documents related to the project. Maintain the filing system to ensure it is complete and accurate for any related audits. In addition, maintain in electronic format, and submit a pdf version of project documents to the City at the conclusion of the project.

5.6 Provide inspection services for construction of the lift station.

5.7 Coordinate equipment start-up services with City staff, contractor, and equipment suppliers.

Agency Coordination Activities

The firm selected for this project will be required to coordinate activities with the City of Willmar, Willmar Municipal Utilities (Water/Electric), Gas, Telephone, Cable TV, MPCA, MnDOT and other jurisdictional or regulatory agencies as required.

Proposal Contents

Technical Proposal

1. Description of work and deliverables for each item.
2. List any assumptions or additional scope necessary to complete the work.
3. Provide attached qualifications and experience of only those personnel working on the project and the role each will play.
4. Related project experiences of company/project team members with references.
5. Scope of work and level of effort with information listed below.
    - A list of all major tasks.
    - A detailed inventory of project personnel by task.
    - Estimated labor hours for each labor category, person, and for each task.
    - Subconsultant involvement by task.

Price Proposal

1. Proposed fee with information listed below.
    - A list of all major tasks.
    - A detailed inventory of all project personnel by task.
    - Proposed hours and hourly rates for all project personnel by task.
    - Subconsultant involvement and fee by task.
    - Expenses by task.
    - Total fee.

Proposal Evaluation

Technical Evaluation Score

Selection Committee will evaluate and rate Technical Proposals using the criteria listed below. The following information must be included in each Proposal and will form the basis of the evaluation.

1. Firm Experience (20%)
2. Similar Projects Completed by Firm & Project Team (40%)
    a. Similar Projects Completed by Team Members
    b. Similar Projects Completed by Project Manager
3. Project Approach (40%)
    a. Understanding
    b. Scope of Work and Level of Effort

Price Evaluation Score

After the Selection Committee has rated and ranked the proposals, it will then open the separate sealed envelope containing the Price Proposals.

The lowest quoted price proposal does not guarantee award of contract. Award of contract will be based on a combination of the technical evaluation score and price evaluation score.

Proposal Submittal

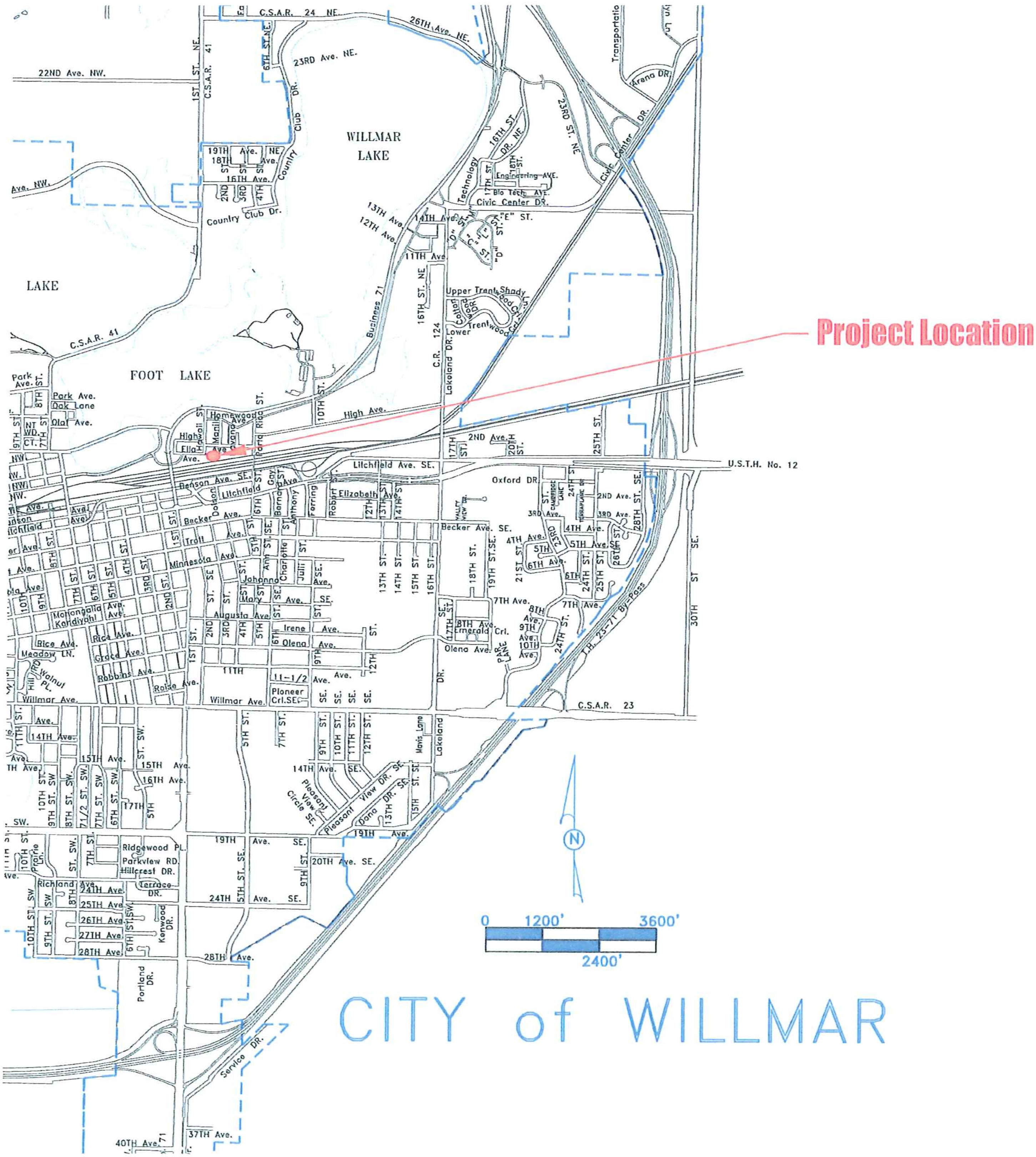
Send complete proposals to:

City Office Building
Box 755
Willmar, MN 56201
Attn: Bruce Peterson, Planning and Development Director

Submit six (6) copies of your Technical Proposal and one sealed envelope containing six (6) Price Proposals no later than March 20, 2013. The sealed envelope containing the Price

Proposals shall be labeled "Price Proposal." E-mail responses will not be considered. All costs incurred in responding to this RFP will be borne by the responder.

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City sole judgment, the best interests of the City will be so served.


Project Location
CITY of WILLMAR
WILLMAR LAKE
FOOT LAKE
LAKE
C.S.A.R. 24 NE.
26TH Ave. NE.
23RD Ave. NE.
22ND Ave. NW.
C.S.A.R. 41
Country Club DR.
Country Club Dr.
Civic Center DR.
Business 71
High Ave.
Litchfield Ave. SE.
U.S.T.H. No. 12
Lakeland DR.
C.R. 124
Becker Ave. SE.
Willmar Ave.
C.S.A.R. 23
T.H. 23-71 By-Pass
Service DR.
28TH Ave.
37TH Ave.
40TH Ave.
N
0
1200'
2400'
3600'